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Executive Registry

61-5167

20 July 1964

MEMORANDUM FOR: Executive Director

VIA:

Assistant to the Director

SUBJECT:

Report on Consultation with ISD: Week of 16 July

1. At long last, we can report, as you can see particularly on the first floor, we are making progress on the visual aspects of our building decor and, as you will read below, on our planning for additional actions.

2. In the course of this week's consultation there were extensive discussions between [redacted] and Miss Barbara Jaffe of ISD on detailed planning which has to do both with paint and special problems for which detailed work orders are being served on ISD under our direct Agency contract with that firm. These special problems which are in various stages of work are as follows:

- a. Cable Secretariat
- b. All-source Center Lobby
- c. Main Reception Room
- d. Main Lobby
- e. Signal Center
- f. North and South Cafeteria Lobbies

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- g. First Floor Dining Room
- h. Medical Center
- i. Security Reception Area

STAT In due course and as rapidly as possible recommendations on the foregoing will be submitted to [] or to the FAC, depending on the nature of the problem. In the latter case, the FAC views will be submitted for your approval.

Elevator Lobby in B Corridor

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3. An effort has been made to complete as nearly as possible one first floor lobby (Core B). The bulletin board here, as well as those in the other first floor lobbies, has been installed. The vinyl and paint is complete, in the latter case at least the first coat. The map of Paris has been mounted. We feel that this is a most exciting and appropriate addition. This achievement has been an interesting and laudable example of in-house skill and cooperation. The idea originated with ISD, explored and developed on the initiative of Mr. Applewhite with the help of [] Geographic Office in ORR, the reproduction accomplished by our printing division, the hanging by the paint shop of PBS with the expert guidance of [] and Miss Jaffe.

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4. A map of London and of Rome are in hand so that we may proceed on two additional lobbies immediately. The fourth remains to be selected. The map of London will be continuous 40 feet in length, wrapping around three sides of an elevator core.

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Bulletin Boards and Posters in Public Spaces

5. A conference was held on Monday afternoon which included

[redacted] of Personnel, [redacted] of DDS, [redacted] of

Security, [redacted] of Visual Aids, [redacted] and

[redacted] and the FAC to discuss the above subject. The purpose was to acquaint the interested parties with Miss Jaffe's views on the possibilities of a better design of bulletin boards which would also result in more effective communication. This involves styling and placement not only of bulletin boards in elevator lobbies and other public spaces but also the use of pedestals of contemporary design for posting special announcements as at the entrances to the Building, the cafeteria, and elsewhere as necessary. These are to be constructed in-house according to ISD specification. All are agreed on the importance of these instruments as a means of effective and continuous communication between management and personnel. However, plans may not entirely satisfy the drive of those who would, as in the case of the recent blood donor poster which was scotch taped on the wall of each elevator of the building, wish the freedom to place posters any where in the Building regardless of the effect on the appearance of the building. However, we believe that these disagreements will be resolved as we proceed. There is also a need for standardization as far as possible for poster size.

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6. In this connection, mention is made of the recently designed "clean-up" posters which have now been posted on bulletin boards throughout the Building. An initial selection was made by the FAC of about nine out of 20 ideas developed by [] office. [] then handled the production and placement with the DDS. Some of these may have a possible use in other buildings maintained by the Agency. This is being looked into by []

Exhibit Area

7. A consultation was arranged with Mr. Pforzheimer to hear his explanation of his long felt need for an exhibit case for use in connection with displaying intelligence related memorabilia. Miss Jaffe will be able to design a case to meet Mr. Pforzheimer's specifications. It is uncertain at this time whether this can be constructed in-house or whether we need to move to an outside source.

8. In connection with this discussion the notion of an exhibit area was explored. Corridor D on the first floor, directly off the main quadrangle and near the Medical Center, offers the most promise because of its proximity to the main thoroughfare and its generous proportions. Miss Jaffe was most helpful in suggesting possible designs which could include a battery of display cases placed down the center of this corridor suspended on stainless steel poles reaching from floor to ceiling and viewable

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from either side. In addition, there could easily be installed drapery tracks at the ceiling which would permit the suspension of pictures at appropriate levels on the walls. The center cases could, of course, be added from time to time as our needs develop rather than installing all at once. Preliminary consideration suggests a wide range of possibilities of exhibits of either personal collections made by our personnel and their creations in the various arts, as well as collections or displays of professional interest, such as exhibits in connection with Agency awards and historic materials associated with Agency activities no longer classified. The possibilities for displays on the walls range from Agency personnel photography and paintings to transient art exhibits. In this connection, recently three amateur photographers in the Agency--

have provided samples of their work on their own initiative to the FAC. These are of sufficient quality to permit a worthwhile exhibit in the near future as soon as arrangements can be made.

9. In our discussion there was a consensus that the development of this area at a very modest expense would have a very important beneficial effect on our personnel, giving them an interesting place to stroll after lunch and satisfying their ancillary interests and artistic appetites.

Executive Furniture

10. A separate memorandum is submitted on this subject.

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However, it is noted here that there was extensive activity on this problem during the week including (a) a lengthy discussion on Wednesday afternoon

[redacted] (of DDS&T), [redacted]

(of DDI) [redacted] the FAC and Miss Jaffe), (b) consultation with General Carter and his personnel regarding his suite, and with Mr. Cline regarding his suite, and (c) visits by Miss Jaffe to the Office of Federal Supply, NPIC and the FAA Building. Her visit to Federal Supply on Monday was to acquire up-to-date status of contemporary schedules and regulations pertaining thereto. The visit to NPIC and FAA was to obtain a view of what has been done elsewhere in the contemporary field.

Carpeting

11. A separate memorandum for your approval is submitted on this subject which was also canvassed fully at our Wednesday meeting.

Comments

12. I believe that those who participated in our discussions this week generally share my feeling of optimism in the direction we are moving and the increased tempo in performance along with enthusiasm for the planning now underway. Now that all the colored paints are in hand to meet our needs for some months ahead, and with the increased paint program which [redacted] has developed with PBS which includes additional contract help on public areas, we should see a very extensive paint result soon.

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13. The Agency is showing a much greater in-house capacity for moving ahead than at least some of us had anticipated some months ago.

14. Finally, I believe it fair to say that those of us who have worked closely with ISD feel that this is a very fortunate contract and are pleased with their work. It is increasingly obvious that the Agency faces a great many current and future problems which will require continuing consultation and advice from such a firm. Many problem areas have come to light on which decisions will be made. These can either be made separately with unharmonious results and in some cases at greater cost than necessary or, with advice, they can be made with harmonious effect, improved efficiency and long term savings.



Chairman
Fine Arts Commission

cc: ExDir/DCI (2)
C/LSD/OL
FAC (5)
Ch/FAC (2)

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